



Family Calendar & Handbook

2025–2026

Our Mission Statement

Connecting with Indy's diverse east-side and making a forever difference through Jesus.

2025-2026 School Theme

Together

“And he is before all things, and in him all things hold together.”

Colossians 1:17

Trinity Lutheran School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies and athletic and other school-administered programs.

Table of Contents

Contact Information	4	Damage to School Property	19
School Committee	5	Lost & Found	19
Parent/Teacher Organization (PTO)	5	Meal Program	20
Volunteering	5	Drug/Substance Testing Policy	20
Gradelink	6	Trinity Children's Care	21
Daily Schedule	6	Parent/Student/Teacher Commitment	23
Arrival and Dismissal Procedure	6	Statement of Belief	24
Academic Policy	7	Asbestos Management Plan	26
Grading Scale	8	Pesticide Application Notice	26
Student Awards System	8	Supply Lists	27
Student Discipline Policy	9		
Sports	13		
School Health Policy	14		
Medications	14		
Attendance Policy	15		
Tardies	16		
Doctor/Dental Appointments	16		
School Closing/Delay Information	16		
Dress Code	17		
Concern Policy	18		
Tuition Policy	18		
Physical Education and Recess	18		
Smart Devices	19		
Student Property Inspection	19		

Trinity Lutheran Church and School
8540 East 16th Street, Indianapolis, IN 46219
Telephone: 317-897-0243
Web Site: <http://www.trinityindy.org>

Office Hours: Monday–Friday from 7:30 am to 4:00 pm

<u>Staff</u>	<u>Position</u>	<u>Email Address</u>
Mrs. Rebecca Hoff	Principal	rebecca.hoff@trinityindy.org
Mrs. Mollie Fraley	Director of Development	mollie.fraley@trinityindy.org
Mrs. Kristi Riley	Secretary	kristi.riley@trinityindy.org
Mrs. Judy Fraley	Business Administrator	judy.fraley@trinityindy.org
Mr. Joel Rolf	8th Grade	joel.rolf@trinityindy.org
Mrs. Becky Thibodeau	7th Grade	becky.thibodeau@trinityindy.org
Mr. Luke Stichter	6th Grade	luke.stichter@trinityindy.org
Mr. Mark Dunkin	5th Grade	mark.dunkin@trinityindy.org
Mrs. Nikki Reed	4th Grade	nikki.reed@trinityindy.org
Ms. Cheryl Stoltenberg	3rd Grade	cheryl.stoltenberg@trinityindy.org
Mrs. Kathleen Brandt	2nd grade	kathleen.brandt@trinityindy.org
Miss Lexi Cook	1st Grade	lexi.cook@trinityindy.org
Mrs. Sheryl Rolf	Kindergarten	sheryl.rolf@trinityindy.org
Ms. Linsei Geveden	Preschool 4	linsei.geveden@trinityindy.org
Mrs. Erika Sullivan	Preschool 3	erika.sullivan@trinityindy.org
Mrs. Nicole Shipp	Resource & Music	nicole.shipp@trinityindy.org
Ms. Gina Televito	PE Teacher	gina.Televito@trinityindy.org
Ms. Marlene Cook-Hall	Children's Care Coordinator	marlene.cook-hall@trinityindy.org
Mrs. Terri Maple	Librarian	library@trinityindy.org
Mrs. Suzanne Denecke	Teacher's Aide	
Mrs. Terrie Morris	Teacher's Aide	
Miss Kayla Wright	Teacher's Aide	
Miss Mallory Hall	Teacher's Aide	
Mrs. Ashlee Rogers	Teacher's Aide	

School Committee

Monika Muhler, Committee Chair
Rebecca Hoff, Principal
Mollie Fraley, Director of Development
Julie Williams
Courtney Zahn
Faith Zahn

Trinity Lutheran School is owned and operated by Trinity Lutheran Church. The operation policies are under the auspices of the Church Council. The school committee holds monthly meetings on the first Wednesday of each month @ 5pm. Visitors are always welcome.

Parent – Teacher Organization (PTO)

President	Monika Muhler	muhler.monika@gmail.com
Vice President	Deb Fluharty	Debra.Fluharty@outlook.com
Treasurer	Rebecca Hoff	rebecca.hoff@trinityindy.org
Secretary	Kaitlin Brackin	kaitlinbrakin@gmail.com
Room Parent Coordinator	Yvonne Fairfield	yfairfield39@gmail.com

The PTO looks forward to bringing new ideas to the school and to working with the Trinity Lutheran School families this year. The purpose of the Parent-Teacher Organization is to bring families, the school, and the church into a closer relationship. The PTO organizes fundraisers and celebration days throughout the school year. Please join PTO for their monthly meetings as listed on the school calendar.

Volunteering

We appreciate that from time to time our families are able to volunteer throughout the school. This includes volunteering for things such as classroom parties, field trips, and assisting teachers with various projects. To ensure the safety of our students, before volunteering, parents and/or family members must complete a background check and sign a volunteer code of conduct form.

Gradelink

Gradelink is the Student Information System used by Trinity Lutheran School. As a parent, this is where you can find important information such as your child's grades or missing assignments. You can also access your financial account to look at your account balance, to make a payment, or to set up a recurring payment. The office provides each family with the login information at the beginning of the year. Should you need the information again, please contact the school office to request this information.

General Daily Schedule

7:00am	Children's Care Opens
8:00 - 8:15 am	Breakfast Available
8:00 am	Drop off begins at Back Doors
8:15 am	Back doors are locked
8:15 am	Classes begin for PK3-8th Grade
10:50 am	PreK, Kindergarten, 1st Grade Lunch
11:40 am	Middle School Lunch
12:00pm	Dismissal of PK3 in Circle Drive
12:15 pm	2nd, 3rd, 4th, 5th Grade Lunch
3:00 - 3:10 pm	Dismissal of PK 4 at Back Doors
3:20 - 3:35pm	Dismissal of Kindergarten - 8th Grade at Back Doors
6:00pm	Children's Care Closes

Arrival and Dismissal Procedure

Children may enter the building through the Back Doors (beside the playground) between 8 and 8:15am. Please do not drop your child off if no adult is present. Cars should line up single file at the turn around. No parking is allowed in the back. These doors will be locked at 8:15 a.m. Students who enter after 8:15am will be considered tardy and must enter through the main entrance with a parent and proceed to the office for a late pass.

No child is to be dropped off at the front door between 8 and 8:15am.

Children will be dismissed at the Back Doors (beside playground) to one (1) vehicle at a time. Students not picked-up by the end of their assigned pick-up time will be sent to Trinity Children's Care.

If a student is to walk home, the school must have written permission from the child's parent/guardian.

Ubers, Lyfts, Taxis or other forms of public transportation must comply with the policy of the transportation company. Uber and Lyft both have minor policies that state, "A rider must be at least 18 years of age to have an Uber account and request rides. Anyone under 18 must be accompanied by someone 18 years of age or older on any ride." Trinity Lutheran School will not release students to Ubers or Lyfts unless they are accompanied by an approved adult.

Academic Policy

Trinity Lutheran School believes that all children have the ability to learn. Learning comes through hard work and perseverance. Trinity strives to prepare all students for future education.

Report cards will be sent home four times per year. Mid-term progress reports will also be sent home four times per year. Should a child receive an 'F' grade on his/her report card, the child will be placed on Academic Probation. Academic Probation will begin with a family meeting between the child, family, teacher, and school principal. This grade will need to be raised to a passing grade on the next report card. Should this not happen, the child's enrollment at Trinity Lutheran School will be terminated. This policy is in place for students in 3rd through 8th grade.

Should academic concerns arise, parents and students are encouraged to contact the teacher to discuss a way to improve. Trinity Lutheran will also monitor student progress. Students may be expected to remain after school for academic reasons. The school administration supports the teacher's request for a student to remain after school for academic support and considers receiving academic support as a priority over other after school activities.

Grading Scale

Grades 2-8 grading scale is as follows:

100-95	A
94-91	A-
90-88	B+
87-85	B
84-82	B-
81-79	C+
78-75	C
74-72	C-
71-69	D+
68-65	D
64-62	D-
61-0	F

Student Awards System

Students earn awards for achievements and participation in school-related activities. Throughout the year, awards are given for academic achievements and participation in extracurricular activities.

A banner is given to each student when they enter kindergarten or are new to our school. Pins will be given as recognition for academic achievement and participation in extracurricular activities. The pins may be placed on the banner to accumulate over the years at Trinity. The banner will serve as a reminder and recognition of the hard work and perseverance of each student. Awards will be given for after-school clubs, Bible Quiz, SciFest, Spell Bowl, Theater, Sports, Attendance, Honor Roll, High Honor Roll, and academic growth.

Requirements for High Honor Roll and Honor Roll (Grades 3-8)

1. To achieve **High Honor Roll** a student must have a grade point average of 3.5 or higher.
2. To achieve **Honor Roll** a student must have a grade point average of 3.0-3.49.

Students are honored with cords at graduation according to their GPA.
GPA Requirements for High Honors: 3.5-4.0 (Blue and White cord)
GPA Requirements for Honors: 3.0-3.49 (White cord only)

Student Discipline Policy

The classroom teacher will conduct the majority of the day-to-day discipline. Children are expected to be quiet while the teacher is instructing, to complete schoolwork, and to respond obediently to the direction of the teacher. Teachers and other staff recognize good behavior, perseverance, and good manners. All students will be expected to follow principles that prepare them for lifelong success: honesty, trustworthiness, working to reach their highest possible levels of achievement, listening actively, and thinking of others. Individual teachers may develop more detailed classroom rules in consultation with the principal.

Examples of inappropriate behavior that needs to be modified through the use of verbal reprimand or other consequence include but are not limited to the following:

1. Showing disrespect or defiance toward adults in authority including the use of profane or obscene language.
2. Threats of violence toward other students or adults in authority.
3. Nuisance items that become a distraction. Such items will be confiscated.
4. Possession or usage of personal smart devices, such as phones and smart watches, on school grounds without permission from the teacher is prohibited. These are to be turned in to the teacher at the beginning of the school day. They will be returned to the student at dismissal. Such items will be confiscated if they are seen or heard and can be picked up after school by the parent/guardian.
5. Chewing gum is a hindrance to proper maintenance of floors, furniture, books, etc., and therefore is not permitted at any time.
6. Intimidation/alienation, fear, passive resistance or other comparable conduct to interfere with school purposes or urging other students to engage in such conduct.
7. Inappropriate dress (see dress code).
8. Lying or Cheating.

Consequences

Unfortunately, because of sinful human nature, there are occasions when a child fails to achieve a sufficient level of self-discipline to function effectively in the classroom. Repeated violations of classroom rules make learning difficult both for the misbehaving student and for others in the class. If the student repeatedly disrupts the learning environment, disciplinary action will be taken.

Preschool Discipline Policy

As the Savior's waiting arms comfort His children, so can the children expect to receive love, support, and forgiveness in the early childhood program at Trinity Lutheran School. Discipline issues will be handled in a positive manner. Children of this age quickly comply when good behavior of other children is emphasized. On an individual basis, children will be reminded of classroom rules that have been ignored. Another activity may be suggested for the child. As a final measure of discipline, a child may be isolated from the group for a short time to cool down and will always be in view of the teacher. All discipline will be applied with love, forgiveness and consistency.

We believe all children are entitled to a pleasant and harmonious environment in our program. If your child has difficulty adjusting to our expectations a parent conference will be called. Children who are chronically abusive to other children may be asked to leave our program. Reasonable efforts will be made to assist children to adjust to the program and to keep parents informed all along the way.

Kindergarten - 3rd Grade

As we form the behavior of our younger children, we understand that this requires work from both the parents, the teacher, and the student. We also understand that sometimes children are able to reset their behavior if they are allowed a short break from the classroom. We emphasize following rules with consistency. At Trinity, we will utilize buddy classrooms, reflection sheets, parent/teacher conferences, behavior plans, and appropriate consequences.

If the student repeatedly disrupts the learning environment, despite the implementation of these strategies, they will receive a discipline slip from the teacher and contact to the home will be made by the child's teacher. The slip must be signed and returned the next day. Each slip will result in a silent lunch the following school day. If a student receives three slips in a semester, they will be assigned Saturday school. At the beginning of each semester, the discipline slip count for Saturday School resets to zero.

4th Grade - 8th Grade

By this age, children are expected to consistently follow rules throughout the school day. Reminders and redirections from the teacher, although used, should be at a minimum. Because of the age of these students, the consequences of inappropriate behavior are more severe. If the student repeatedly disrupts the learning environment, they will receive a discipline slip from the teacher and contact to the home will be made by the child's teacher. The discipline slip must be signed and returned the next day. The discipline slip will also result in an afterschool detention from 3:30 until 4:30 on the following school day or a silent lunch during the following school day. During a detention, the student will participate in acts of service throughout the building. On the day that the detention is served, the student will not be permitted to attend extra curricular activities, sport practices or games. If a student receives three slips in a semester, they will be assigned Saturday school. At the beginning of each semester, the discipline slip count for Saturday School resets to zero.

Saturday School

A student will be required to serve a Saturday School for each 3 discipline slips that are accumulated in a semester and/or for each 15 tardies that are accumulated in a semester. Saturday School is held from 8am until 9am on the Saturday determined by the Principal. The parents will pay \$25 to have their child supervised during the Saturday school. If a student fails to serve his/her Saturday school, the student will be suspended until he/she appears before the School Committee. The School Committee will then determine if the student will be allowed to continue to be enrolled at Trinity.

If a student receives 3 Saturday school assignments in a semester, the parent/guardian and student will go before the School Committee to consider continued enrollment or enrollment for the following school year.

Suspension

Suspension, in school or out of school, is a serious step in school discipline. A suspension may result in 50% credit for the class work assigned or due on the day/days of the suspension. Major tests or projects may be made-up with the guidance of the teacher.

The Trinity Lutheran staff has developed a list of absolutes, which will not be allowed at school under any circumstances. Depending on the severity of the incident as determined by the principal, students may be suspended for the following:

1. Aggressive behavior or fighting, act of violence or use of force against students, school or church staff, or visitors.
2. Use of or bringing onto school property dangerous or addictive items such as alcohol, tobacco, controlled substances, firearms, knives, lighters, and matches.
3. Improper touching/sexual harassment.

4. Stealing school property or that of other staff and students.
5. Deliberate damage of school property or that of other students or staff
6. Engagement in an activity forbidden by the laws of the State of Indiana.

Suspensions are reported to the School Committee for review and any further action deemed necessary. Following any out of school suspensions, the student will automatically be placed on Disciplinary Probation.

Disciplinary Probation

Probation is a serious step which can lead to the dismissal of a student. It is applied in cases of extreme inappropriate behavior, habitual disciplinary referrals or in cases where a student's actions are antagonistic to the beliefs and philosophies of the school.

Probation is a set period of time where a student is closely monitored by school officials. Probation may be followed by expulsion.

Probation can be imposed for up to a 9-week period during which time a student who has committed a serious or chronic offense will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) still persists, the principal may extend the probation or determine that expulsion is the required next step.

Expulsion

Expulsion is the most serious disciplinary step the school can impose on a student and has serious implications on a student and his/her family.

It is the responsibility of the principal to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit expulsion by the principal, the following procedure will be followed.

1. The principal will communicate with the student and parent(s) to summarize the reason(s) for expulsion.
2. The principal and homeroom teacher will be available for a hearing with the parents of the expelled student.
3. The School Committee will review all expulsions.

4. Should an expelled student desire to be readmitted to Trinity Lutheran School in a subsequent school year, the principal in consultation with the homeroom teacher will make a decision based on the student's attitude and circumstances at the time of reapplication.

New Student Probation

Any new student enrolled will enter on a probationary basis. The principal and teacher will monitor the student's academic achievement (must be passing all subjects), student's conduct (attendance, tardies, and behavior) and the family's school financial account. If the student struggles in any of these areas, a recommendation will be made by the principal as to whether the student will be allowed to continue at Trinity Lutheran School.

Sports

Soccer - offered as a Fall sport to both girls and boys in Grades 5-8. Currently there is one coed team.

Volleyball - offered as a Fall sport to girls in Grades 5-8. The 5th & 6th Grade girls play together on the Junior Varsity Team and the 7th & 8th Grade girls play together on the Varsity Team.

Cheerleading - offered during the Winter basketball season. The 5th & 6th Grade girls cheer on a Junior Varsity Squad and the 7th & 8th Grade girls cheer on a Varsity Squad.

Basketball - offered as a Winter sport to both girls and boys in Grades 5-8. There is a 5th & 6th Grade Junior Varsity Boys Team and a 5th & 6th Grade Junior Varsity Girls Team. The 7th & 8th Grade boys play on the Varsity Boys Team, and the 7th & 8th Grade girls play on the Varsity Girls Team.

Track - offered as a Spring sport to both girls and boys in Grades 5-8. Currently there is one coed team.

❖ In years with lower enrollment in 5th-8th grade, students below 5th grade may be invited to join specific sports teams.

In order for players to compete during a game or match, players must be passing all of their classes with a D or higher. Grade reports will be printed each Thursday of a week before a game or match. At that point, coaches will be notified of players that are not eligible to play. If the player is able to complete work and raise his/her grade, the teacher can initial the grade report which can then be given to the coach as proof that grades have improved. This work must be turned into teachers by the Monday following the progress report being printed. If a player is not eligible due to grades, he/she is required to attend practices and games to support the team.

Parents and children should show a Christian spirit and attitude. Therefore, negative comments to players, referees, and coaches are inappropriate.

School Health Policy

Illnesses

You have the best judgment of your child's health and we believe that you would not knowingly bring your child to Trinity if ill. However, if the staff of Trinity believe your child to be ill, we will call you to pick your child up. The following criteria will be considered:

- ❖ Fever of 100.4 degrees or more
- ❖ Inflammation of the eyes
- ❖ Vomiting
- ❖ Diarrhea
- ❖ Abdominal pain
- ❖ Unknown rash
- ❖ Lice
- ❖ Communicable disease

If your child is sent home for one of the above illnesses, he/she must be free of said symptoms for 24 hours without medication. If your child has been seen by a doctor and diagnosed with a communicable disease, we ask that you notify us. Your child must have a note when they can return.

Medications

Indiana code requires that all medication given to students at school must be in the original container and accompanied by written, dated consent from a parent/guardian. An “**Authorization to Administer Medication**” form needs to be on file in the school office when a student is to receive any medication. Additional forms are available in the school office. All medications are to be kept in the school office.

A parent/guardian of a student with a life-threatening condition that requires emergency medication such as an inhaler or epipen should request a “**Self Administration of Medicine Authorization**” form from the school office to enable their child to have their inhaler or epipen with them at all times. The form requires a physician's signature authorizing the child to have immediate access to their medication.

Acetaminophen/Tylenol will not be provided by the school, if your child has frequent need of this medication, parents may provide some to be kept in the office and taken by the child as needed.

Attendance Policy

At Trinity, we believe that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to a student's success.

In accordance with state laws, all students are held to regular and punctual attendance. In case of an absence, parents must call the school office by 10:00am, explaining the reason or nature of the absence. If no notification is made, the absence will be recorded as unexcused.

Absences

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. These include:

- Illness verified by note or phone message from parent/guardian
- After 3 days of absence, illness will need to be verified by note from your physician
- Family emergency: a death or serious illness in the family
- Military connected families (e.g. absences related to deployment and return)

An unexcused absence is any absence not covered under the definition of an excused absence. This includes absences for family vacations and non-school related sporting events.

As passed in Senate Bill 282 and stated in Indiana Code 20 33 2 25, unexcused absences will result in the following;

After the 5th unexcused absence from school in a quarter, parents will be sent a letter via USPS and email. Parents will also be required to have an attendance conference with members of the School Committee and the teacher of the student to establish a plan to prevent future absences. This plan will be signed by all in attendance at the conference.

After the 10th unexcused absence from school during a school year, a report will be made to the Marion County Prosecutor's Office.

Repeated instances of excused and unexcused absences may result in disciplinary action up to suspension or expulsion from Trinity.

Tardies/Early Releases

A tardy is defined as arriving at school after 8:15am. An early release is defined as leaving school anytime before 3:20pm. If a student accumulates 15 unexcused tardies or early releases in a semester, the student will be required to serve a Saturday School. Please see the Saturday School procedures found on page ten. As tardies accumulate in increments of 15, additional Saturday School sessions will be assigned to the student. At each increment of 15 tardies, the parents will also be required to have an attendance conference with members of the School Committee and the teacher of the student to establish a plan to prevent future tardies.

Doctor/Dental Appointments

Parents/Guardians must notify the school in writing or by telephone if their child will be leaving during the school day. Parents/Guardians are to go directly to the school office to sign their child out of school. Students will not be allowed to leave the building during the school day until they have been signed out by a parent/guardian. Students returning from an appointment must go directly to the school office to sign in and receive a pass.

School Closing/Delay Information

In case our school would have to close or impose a two-hour delay due to inclement weather or poor road conditions, the following sources will carry this message to you:

Channel 8, Channel 13, Channel 59, and Gradelink Messages

In the event our school would need a two-hour delay due to inclement weather or poor road conditions, drop off for PK3 – 8th Grade would begin at 10:00am.

Trinity Children's Care will close if the school is closed, and will open at 9:00 AM in the event of a two-hour delay.

Dress Code

Trinity's dress code can be summarized as neat, clean, decent, and inoffensive. The dress code begins to model the need to look professional for future careers. All clothing should be clean, in good repair, and not torn or frayed. Clothing should not be form fitting.

The dress code for students in Kindergarten-8th Grade is:

- **SHIRTS** – Trinity or Lutheran t-shirts are permitted. Trinity shirts can be purchased in the office or when order forms are sent home throughout the year. Plain, solid-color, collared polo shirts are also acceptable.
- **SWEATSHIRTS** - Trinity and Lutheran sweatshirts are acceptable.
- **PANTS** – Pants must be solid color navy, tan, black, or gray. They must be free of holes or tears. Pants should be made of khaki material. Pants must be worn at the waist. Belts may be necessary to make pants appropriate.
- **SHORTS/SKIRTS** – Shorts/skirts must be solid color navy, tan, black, or gray. They must be free of holes or tears. Shorts/skirts should be made of khaki material. Shorts/skirts must be mid-thigh or longer. Shorts/skirts must be worn at the waist. Belts may be necessary to make them appropriate.
- **SHOES** – Shoes must be worn at all times.

Fridays will be Jeans Day at Trinity. Students may wear jeans with their approved uniform shirt. They must be free of holes or tears. If the student does not wish to wear jeans, normal uniform rules should be followed.

Please note that children in 5th - 8th grade are required to purchase and wear Trinity PE uniforms. These can be purchased from the office.

PTO sponsors "Dress Down Days" once a month. These days are marked on the calendar. These days are not mandatory, but if your student chooses not to participate, the current uniform dress code will apply. PTO Dress Down Days cost \$1.00 to participate.

Dress Code Enforcement

If your child is not in uniform, you will be notified and required to bring approved uniform items to school. If Trinity has an item on hand, you may choose to have your child change into these clothes. \$7 will be added to your school account each time that this occurs. Failure to comply with the dress code could result in discipline slips and the consequences associated with the discipline slips that is explained in this handbook.

Concern Policy

Parents who wish to file a concern about something in the classroom should:

1. Contact your child's teacher to discuss the problem and make a plan for resolution.
2. Contact the Principal if the concern has not been resolved after talking with the teacher.
3. Contact the School Committee chair if the concern has not been resolved after talking with the Principal.

Tuition Policy

Tuition is necessary for Trinity to operate as a center for learning. Tuition dollars go to funding everyday operating costs, staff salaries, curriculum supplies, and extension activities for our students. Please see your tuition agreement for tuition specifics.

Families can access current account information through our student information system - Gradelink.

If families have outstanding student balances at the end of the school year, report cards will not be issued, and transcripts will not be sent until the account is paid in full. If student balances from the previous school year are not paid in full by the start of the next school year, then the student will not be able to attend Trinity until all accounts have been paid in full or a payment plan has been established.

Trinity understands that families can experience financial difficulties from time to time and our school will work with you to establish a payment plan. However, families with delinquent accounts over \$350, who have not made payment arrangements, will be sent to collections and all legal fees and collection fees will be added to the student account. Payment terms will then have to be negotiated with the collections firm and not with Trinity.

Physical Education and Recess

Trinity students in PK3 - 8th grade participate in PE and/or recess. If your child is unable to participate in physical education and recess for a physical-related illness that will only last up to three days, a note from parents with this request will be sufficient. Should your child need to be excused from PE and/or recess for a longer period of time, a doctor's note verifying the physical illness and recommendations as to the period of time this should last is required.

Smart Devices

Smart Devices, including phones and watches, are discouraged at school. To reach a student, the school office can be called and a message can be relayed to your child. If smart devices are brought to school, they are not permitted to be used during school hours without their teacher's permission. Classroom drop boxes will be utilized. All students are required to power off and place all smart devices in the box upon arrival. Devices will be returned at the end of the school day. If a smart device is seen or heard during school hours, it will be confiscated. Parents may collect confiscated devices from the Principal at the end of the school day.

Student Property Inspection

Trinity Lutheran School reserves the right to search student lockers, desks, and personal property (e.g. backpack, purse, etc.), with or without notifying the student, in the event that there is reasonable cause to suspect that the student in question has in their possession items (e.g. weapons, drugs) that could bring harm to themselves or others, or has in their possession articles (e.g. notes) which could indicate that there is a threat in the school or in the possession of another student. Upon completion of a search, the parent/guardian of the student will be notified of the search and its results.

Damage to School Property

Students are required to reimburse the school for loss of or damage to property or textbooks. School and church property, including furniture and equipment, must not be defaced or damaged in any way. When damage has occurred, it should be reported to the school office as soon as possible.

Lost & Found

There is a lost and found box located in the office. Children should check in the box if an article has been lost. Unclaimed items will be donated to The Sharing Place.

Meal Program

All students will receive free breakfast and lunch for the 2025/2026 school year. Each year parents are asked to complete state documentation to ensure our Free and Reduced lunch program is in place.

Extra items are not included in the Free and Reduced Lunch program. Extra milk with a school lunch or milk with a lunch from home may be purchased at an additional cost for grades PK3 - 8th grade. Milk is \$.55. Extra main dish or extra side items may be purchased at an additional cost for grades 6th-8th. Extra main dish is \$1.75, extra side dish is \$.70. In order to purchase extra food, the student's extra lunch balance must be paid off monthly. If the account exceeds \$20, a student will no longer be able to purchase additional lunch items.

Drug/Substance Testing Policy

In our mission to partner with parents to provide a safe, effective and Christ-centered learning environment, Trinity has instituted a drug testing policy. The intent of this policy is not only to provide a safe and effective learning environment but also to provide students and parents with the information and resources to seek and receive help and treatment if a drug abuse problem exists.

In accordance with the purpose of this policy and at the discretion of the School Committee, if a student is suspected of using drugs or alcohol, the school may require him/her to submit to a drug screen and/or breathalyzer. All testing will be conducted by an independent testing service selected by Trinity. Every effort will be made to maintain the highest level of confidentiality with regard to the administering and results of any test. The Director of Student Life will share the results of the test with the student's parent/guardian for discussion and will result in recommendations, conditions, or discipline relative to the student's enrollment at Trinity.

Illegal drugs affect our society. This effect touches everyone. Through this policy, Trinity shows our commitment to the overall well-being of our students and their families. While drug abuse is a very serious matter, our intent is in no way to condemn a student or family that is facing the challenges of drug abuse. Trinity is committed to "love one another", to "speak the truth in love", and to help our students "honor God with your body".

Trinity Children's Care

For the convenience of parents, Trinity has a before and after school care program called Trinity Children's Care. Before and after school care is offered to children enrolled in our school. It is open from 7am until 6pm. All children enrolled in school must have a completed and signed Trinity Children's Care form on file.

- **Before school session (all ages):** Open from 7am until 8am. Helps parents get that early start.
- **Afternoon session (PK3):** Open from noon until 3pm. Designed to reinforce what is being taught in the Preschool classroom. Colors, letters, and special units are emphasized in unique and exciting ways. A nap is also taken during this time.
- **After school session (all ages):** Open from 3pm until 6pm. A relaxed atmosphere with opportunity for homework. Parents must come into the building to sign out students!

Trinity Children's Care Rates

Grades PK4-8

\$6.00/hour per child

Special Days & Vacation Daily Rate \$30.00/day per child

Flower Room

6 wks-18 months

Weekly-\$240.00

Flower 2 & Fish Rooms

18 months – 2 yrs.

Weekly-\$215.00

Dove Room

Preschool 3

\$15 per day

***CCDF users must pay the difference between CCDF voucher amount and Trinity Children's Care prices.**

Trinity Children's Care Guidelines and Policies

- Third child free after two paid children per family (Free child will be the one that least used Trinity Children's Care that week).
- Parents are charged weekly for the time their child is in Trinity Children's Care; any overpayment will be posted as a credit to their Gradelink account.

- If Trinity Children's Care payments are not made in a timely manner, such as weekly or monthly, parents may be asked to discontinue use of the Trinity Children's Care program once their balance is more than one month past due. Parents and/or emergency contacts would then be contacted if a child is not picked up at the end of the school day.
- A minimum of 20 minutes will be charged per day.

Trinity Children's Care strives to create a safe and loving environment for your child/children to learn and grow. With that in mind, while following Christ's example, the following behavior is expected:

- ✓ Respect for authority; including all caregivers and the Coordinator
- ✓ Appropriate language is to be used at all times
- ✓ Use of appropriate actions at all times
- ✓ Respect for fellow students and Trinity Children's Care property
- ✓ Use of cell phones and music players is **not permitted** in Trinity Children's Care during the school year. **This includes gaming devices and tablets. Tablets and devices are allowed on breaks and over the summer.**

Trinity Children's Care will follow these guidelines:

- ✓ Any student not picked up within 15 minutes after school is dismissed will be signed into Trinity Children's Care and all fees apply.
- ✓ When practice or a game is finished, any student not going home immediately will be signed into Trinity Children's Care.
- ✓ Any child at school that is not participating in an after school activity must be in Trinity Children's Care and all fees apply. Students are not allowed in the halls, classrooms, gym, locker rooms, church, restrooms, etc. unless they are under adult supervision. That adult will be responsible for the child and will sign the child in and out of Trinity Children's Care as appropriate.
- ✓ In the event someone other than a parent/guardian is to pick up their child, a parent/guardian must contact the school office @ 317-897-0243. The phone number to be used after school office hours is **317-370-5160**.

Disregard of Trinity Children's Care (TCC) policies will result in the following consequences:

- 1) Note home/conversation with parent
- 2) Note home/conversation with parent and TCC Coordinator
- 3) Family will be asked to refrain from using TCC services for 1 week
- 4) Upon return, any further infractions will result in no longer using TCC for the remainder of the school year

Parent / Student / Teacher Commitment

This covenant is designed to serve as a tool by which the school, parents, and students will develop a partnership to help each child reach their maximum potential. Please review the following items with your child/children.

Parent Commitment

As a parent or caring adult, I will encourage my child's learning by doing the following:

- ✓ Requiring regular and punctual attendance
- ✓ Supporting school rules and procedures
- ✓ Supporting staff members through prayer and communication
- ✓ Accessing Gradelink to view grades and financial information
- ✓ Discussing report cards, behavior reports, and other assessments of achievements or performance with my child
- ✓ Participating in the PTO activities, Family Nights, and volunteer opportunities at the school
- ✓ Contacting my child's teacher directly with any classroom questions or concerns

Student Commitment

As a student, I will become an active partner in my own learning progress by doing the following:

- ✓ Completing my assignments neatly and on time
- ✓ Assisting in keeping my school safe and clean
- ✓ Respecting the personal rights and property of others
- ✓ Being responsible and obeying the school rules
- ✓ Showing respect for parents, teachers, staff, and students

Teacher Commitment

School personnel will encourage and support students' learning at Trinity Lutheran School by doing the following:

- ✓ Demonstrating respect and Christian concern for each individual student
- ✓ Providing quality teaching and a safe learning environment
- ✓ Working with the parents to provide a positive learning experience for the student
- ✓ Praying for each family in the class

Statement of Belief on Marriage, Gender, Sexuality, and Human Life

- A. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
- B. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
- C. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt. 15:18-20; 1 Cor. 6:9-10).
- D. We believe that in order to preserve the function and integrity of Trinity Lutheran Church and School as the local Body of Christ, and to provide a biblical role model to its members and the community, it is imperative that all persons employed by [the organization] in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).
- E. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; 1 Cor. 6:9-11).
- F. We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Trinity Lutheran Church.
- G. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

We believe that:

- The Bible is the source and basis for all our beliefs. (2 Tim. 3:15-17)
- All people and all faiths are to be shown respect. (Matthew 22:39)
- Only through faith in Jesus Christ can people be saved. (John 3:16)

We believe that:

- God is the Almighty, loving creator of everything and everyone. (Genesis 1:1)
- God is one God, but three equal persons (Triune). He is God the Father, God the Son (Jesus), and God the Holy Spirit – not three Gods but one God. (Matthew 28:19)
- God is the Judge before whom all people will give an account for the lives they lead. (2 Cor. 5:10)
- God is a Savior (Jesus) who died for our sins and arose from the dead. (Acts 4:11-12)
- God is the Author of the Bible who, through the Holy Spirit, inspired men to write what He wanted to communicate to humankind – especially who He is, His truths, and how He has come to the rescue of humankind through the work of Jesus Christ. (2 Timothy 3:16)
- God is Love. He loves all people perfectly and completely. (1 John 4:9-10)

We believe that:

- People are created individually and specially by God. (Psalm 139:13-16)
- People are loved always and completely by God. (John 3:16)
- People are expected by God to live lives of holiness and perfection. (Matthew 5:48)
- People are unable to obey God perfectly (everyone sins). (Ecclesiastes 7:20)
- People are forgiven their sins and given the gift of everlasting life in heaven only through faith in the death and resurrection of Jesus Christ. (Romans 6:23)
- People are unable to earn God's favor or forgiveness; rather we receive faith and forgiveness through the gift of God. (Ephesians 2:8-9) People, sadly, will be condemned to eternal suffering if they do not have faith in Christ. (Matthew 13:49-50 and John 14:6)

We believe that:

- People should submit to one another out of reverence for Christ. (Ephesians 5:21)
- People should tell their friends how much the Lord has done for them and how he has had mercy on them. (Mark 5:19)
- Marriage is a holy union, created by God, and is intended to be between one man and one woman. (Genesis 2:24, Mark 10:7, Ephesians 5:31, Corinthians 7:2)

Asbestos Management Plan

In accordance with the Federal government / EPA regulations regarding asbestos (AHERA Rule), this memo is to serve as the required notification regarding asbestos-containing materials within Trinity Lutheran Church & School.

1. The Asbestos Management Plan prepared for Trinity Lutheran Church & School is on file in the school office and can be seen during regular business hours (8:00 a.m. to 4:00 p.m.). All asbestos-containing building materials (ACBM) have been addressed in the management plan prepared by Keramida Environmental, Inc. according to Federal and State requirements. The purpose of the management plan is to safeguard the health and safety of all building occupants.
2. Asbestos-containing materials were found in this building during accredited inspections performed on July 31, 2003, by Keramida Environmental, Inc. All areas, in their present condition, do not appear to be a significant danger to the occupants of the building. ACBM locations are limited to floor tiles, linoleum, furnace boots, and plenums. All ACBM in this building have been addressed in the management plan noted above.

Pesticide Application Notice

Periodically throughout the year, it may be necessary that pesticides will be applied to internal areas of the school building and grounds. Whenever possible, pesticides will be applied during non-instructional time or school vacation periods when students and staff members are not present. Advanced notice of at least 48 hours will be given except in instances deemed to be urgent in nature when notice is unreasonable. Please contact the school principal with questions regarding these procedures.